

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

38-12

5/31/12

NEW DOCUMENTATION PROCEDURES FOR CERTIFYING EXPORTS TO CHINA

I. PURPOSE

This notice cancels FSIS Notice 37-12. This notice describes new procedures, in addition to those in the Export Library, that FSIS Public Health Veterinarians (PHVs) are to perform when certifying exports to the People's Republic of China.

II. BACKGROUND

The government of the People's Republic of China has raised concerns about the potential for falsified export certificates arriving with product presented for entry to China. To address those concerns, FSIS has developed the additional certification procedures described in this notice to directly provide supplemental information about the hard-copy certificates signed by FSIS personnel. The Chinese authorities will use this information to assess the validity of the hard-copy certificates that accompany exported products from the U.S. PHVs will use a specific inspection task in the Public Health Information System (PHIS) to document the details of each certificate signed for exports to China. The Office of International Affairs (OIA) will then be able to report the details of each certificate to the Chinese authorities independently of the hard-copy paper certificate that accompanies the load.

III. PHV RESPONSIBILITIES AFTER SIGNING THE CERTIFICATE

A. As of June, 1, 2012, after signing an export certificate to China and returning the original to the exporter, the PHV is to follow the steps below to record information about the export certificate in PHIS from his or her copy:

NOTE: The PHIS questionnaire only accepts information for 15 separate products per certificate. The PHV is not to sign an export certificate to China with more than 15 separate products, including letterhead continuation sheets. The PHV is to return certificates with more than 15 separate products to the applicant to be split into multiple certificates.

1. Log into PHIS and select the PHV role from the dropdown at the upper left of the PHIS page. If the veterinarian signing the certificate does not already have the PHV

DISTRIBUTION: Electronic

NOTICE EXPIRES: 6/1/13

OPI: OPPD

role in PHIS, he or she is to contact Resource Management and Planning Staff (RMPS) of OFO to request the PHV user role in PHIS. An RMPS staff member with the PHIS System Admin role will add the PHV role to the signing veterinarian;

2. Navigate to the PHIS task calendar;
3. Choose the assignment that includes the exporting establishment or facility in the “Assignments” drop-down box at the top of the task calendar page. This establishment or facility will appear in the “product exported from” box on the certificate. If the PHV does not have the correct assignment available in dropdown box, he or she is to ask the district Resource Management Analyst (RMA) to add him or her to coverage for the applicable assignment;
4. Choose the exporting establishment or facility from the “Select Establishment” drop-down box;
5. Locate the task named “PHV – Export Certificate Data” or “PHV – Export Certificate Data (V)” in the establishment task list and click on the “Add” link under the Directed column (far right);
6. In the “Assign Task” pop-up window, add one directed task for each export certificate signed that day on the applicable date in the calendar;
7. Choose the reason “Unplanned Routine Task” in the “Reason” drop-down box in the lower left of the “Assign Task” window and click the Save button;
8. Find the tasks on the applicable day on the Task Calendar, right click on it, and select “Document.” PHIS will open the Inspection Results page for that task;
9. Edit the “Start Date” and “End Date” fields to reflect the date the export certificate was signed;
10. On the “Activity” tab, choose “Record Keeping” in the Verification Activity field;
11. On the “Qnaire” tab, answer the questions with information from the export certificate. Answer every question and save the answer to each question before going on to the next one. The information entered in PHIS needs to match the information on the export certificate exactly to ensure that the Chinese authorities will be able to validate the paper certificate against the information they receive from FSIS. The PHIS questionnaire requests the following information from the export certificate: Certificate Number; District Office name from the upper left corner of the certificate; Est./Plant Number from which the product was exported; Name of the PHV that signed the certificate; Date Issued (from FSIS Form 9295-1); container number and seal number (from FSIS Form 9295-1); and for each product listed, the product name, marked weight of lot, number of packages in lot, and Est./Plant number on the product;
12. When all the required information has been entered, click the “Inspection Completed” check box at the bottom left of the Task Results page and click the Save

button below it; and

13. Repeat steps 3 -12 for any remaining certificates.

B. These certification activities are in addition to FSIS regulatory requirements (e.g., certification required by the importing country to any fact other than that the product was inspected and passed (see 9 CFR 350.3(b)) and are reimbursable services (see FSIS Directive 12,600.1 and 9 CFR 350.7). PHVs are to include the time required to record this information in PHIS as part of the reimbursable time charged to the establishment or exporter.

IV. DATA ANALYSIS

Every six months, the Data Analysis and Integration Group (DAIG) within the Office of Data Integration and Food Protection (ODIFP) and OIA will conduct an audit of China export certificates. The DAIG will provide an electronic report of export data from PHIS to OIA. OIA will conduct the audit to compare the PHIS data provided by ODIFP with a sampling of export certificates to China and any other available information about the shipments, such as refused entry data, to determine whether the policy is effectively meeting export requirements.

Refer questions to the International Policy Division through askFSIS at:

<http://askfsis.custhelp.com>

A handwritten signature in black ink, appearing to read "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent.

Acting Assistant Administrator
Office of Policy and Program Development